



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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November 16, 2005

In Reply Refer to:  
1520 (CA944) P

EMS TRANSMISSION: 11/16/05  
Instruction Memorandum No. CA-2006-010  
Expires: 09/30/07

To: CDD District Manager, CA Field Managers, CA Property Managers  
From: DSD, Support Services  
Subject: FY2006 Vehicle Procurement **DD: 12-16-2005**

**Program Area:** Fleet Management

**Purpose:** This Instruction Memorandum establishes additional procedures for California field offices when procuring general purpose vehicles for FY2006. The attached BCIM2005-006 should be consulted for Executive Order mandates, Denver policy, as well as instructions for accessing the GSA AutoChoice ordering system.

**Policy/Action:** Field Offices will ensure that vehicles ordered in FY2006 are in compliance with established fleetplans as well as the instructions outlined in the BCIM. Once the requisitions are placed through AutoChoice, the Field Office should print a hardcopy of the requisition for Field Manager signature and forward to Dona Maxcy, CASO, no later than December 16, 2005 for additional approvals and statewide consolidation.

**Timeframe:** This IM is effective upon receipt.

**Budget Impact:** No budgetary impact expected from these additional requirements.

**Contact:** For additional information on this IM or BCIM2006-005, contact Dona Maxcy, Property Specialist, (916) 978-4314.

Signed by:  
Karen Barnette  
DSD, Support Services

Authenticated by:  
Richard A. Erickson  
Records Management

Attachment:  
- BCIM-2006-005 (12 pgs)



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

National Business Center  
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October 26, 2005

In Reply Refer To:  
1525 (BC-653) P

### EMS TRANSMISSION:

Instruction Memorandum No. 2006-005

Expires: 09/30/2007

To: State and Center Directors

From: Director, National Business Center

Subject: Procuring Light Duty Vehicles to Improve Fuel Efficiency and Comply with  
Executive Orders 13149/13031 **DD: 01/03/2006**

### **Program Area:** Fleet Management

**Purpose:** This Instruction Memorandum (IM) sets forth procedures for the cyclical replacement of Working Capital Fund (WCF) general purpose vehicles and responds to State and Center fleet plans resulting from IM No. 2005-168, June 16, 2005, Establishment of the Bureau of Land Management's (BLM) Fiscal Year (FY) 2005 Fleet Plan and Baseline Fleet Size, Baseline Authorizations and 2004, 3-Year Fleet Action Plans. This IM also outlines further the Bureau of Land Management (BLM) strategy for complying with Executive Order 13149, Greening the Government through Federal Fleet and Transportation Efficiency, and Executive Order 13031, Federal Alternative Fueled Vehicle Leadership.

**Policy/Action:** Executive Order 13149 requires that we reduce petroleum fuel consumption in FY 2005 by 20 percent from the FY 1999 baseline consumption. Fleet action plans submitted by individual Field Offices this year made significant progress toward meeting this goal. However, there have not been sufficient reductions in consumption. The BLM must continue replacing its existing fleet with more fuel-efficient vehicles by choosing smaller vehicles, hybrid vehicles, vehicles with two-wheel drive versus four-wheel drive, vehicles with a smaller size engine, vehicles with diesel engines when they are available, and alternative fuel vehicles.

Offices must consider how they will structure their fleet to meet fuel consumption and alternative fuel requirements. By making sound choices, we can best position the BLM to minimize the consumption of petroleum fuels. Managers should carefully evaluate their requirements when specifying replacement vehicles and should select sizes and options that can contribute to reducing fuel consumption. Leased acquisitions from the General Services Administration

(GSA) will also count for our fuel consumption, so care should be taken in requesting replacement leased vehicles as well. The consequences of not moving toward these goals may include mandatory reductions in the number or types of vehicles or limitations on fuel consumption because of budget restrictions.

We acknowledge that alternative fuels are not widely available. However, if we have a number of Alternative Fuel Vehicles (AFVs) at a particular office, we will consider installing an alternative fueling facility at the office if the fuel is not commercially available from local vendors. It should also be noted that both bio-diesel and Ethanol (E-85) fueling facilities are becoming more and more available across the country and that drivers of diesel and E-85 flex-fueled vehicles should be directed to utilize these whenever feasible.

**To encourage a significant reduction in fuel consumption, the BLM is establishing a scorecard item where States will be evaluated on their progress in reducing fuel consumption. Efforts can be measured in several ways. One will be by the percentage of two-wheel drive or hybrid vehicles in each State or Center compared to the total number of general purpose, light duty vehicles, with a goal of 20 percent. Other measures will be the increases in use of alternative fuels, reductions in the number of general purpose vehicles, reductions in petroleum fuel consumption, and improvements in fuel economy. The primary goals remain either a 20 percent reduction in petroleum fuel consumption from the FY 1999 baseline or a 25 percent improvement in fuel economy from the FY 1999 baseline, as measured by total Light Duty General Purpose Vehicle miles driven divided by petroleum fuel consumption. Law enforcement and fire vehicles are excluded from this requirement.**

It is the responsibility of the State Fleet Manager or Fleet Management Team to determine how the State can meet this goal without detrimentally affecting the strategic goals of the BLM. Progress will be measured using both past and current data, with data from more recent years being given more weight. Should mandatory reductions in fleet size, costs, or fuel consumption be required, those States that have not demonstrated significant progress by the end of FY 2006 may be disproportionately affected by these reductions.

To ensure delivery of light trucks in early 2006 for use during the 2006 field season, Field Offices must submit a requisition for all proposed vehicles following the process outlined in Attachment 1 by January 3, 2006. Requests for Chevrolet Tahoes that can be justified must be received by November 18 because of an accelerated production schedule at Chevrolet. A requisition must be initiated by the Field Office through the GSA AutoChoice system, using information supplied in this IM. Attachment 1 contains specific instructions for using AutoChoice. There is an overview of AutoChoice on the BLM Property Management website at: [http://nbcweb.blm.gov/bc653/fleet/fleet\\_index.html](http://nbcweb.blm.gov/bc653/fleet/fleet_index.html). The hard copy of the requisition generated in AutoChoice must be completed as described in Attachment 1 and sent through the State or Center Fleet Manager to the BLM National Business Center (NBC), Property Operations Branch (BC-653), before the vehicle will actually be ordered.

**The completed and signed AutoChoice requisition, cover letter, and justification may be submitted by either fax or Lotus Notes or through the mail. Originals of BLM Form 1510-18, Purchase Requisition/Oral Order, used for committing additional funds for vehicles or**

**vehicle accessories must be mailed in and reference the motor vehicle requisitions for which they pertain. Incomplete motor vehicle requisitions may be returned to the originating office for further action. BC-653 will review, and approve as appropriate, requisitions parked in the AutoChoice garage. (Please refer to Attachment 1 for AutoChoice instructions.) Please refer to Attachment 2 and 3 for additional information.**

There will be a limited amount of funding for the incremental cost of hybrid vehicles. These vehicles save fuel by using electric power in stop-and-go traffic situations. Since most of our operations do not involve urban traffic situations, the acquisition of this type of vehicle will be limited to those offices with sufficient justification.

The list of vehicles eligible to be replaced is on the NBC Property Management website in the Fleet section: [web.nc.blm.gov/property/fleet/fleet\\_index.html](http://web.nc.blm.gov/property/fleet/fleet_index.html). Click on FY 2006 Vehicle Replacement.

**Timeframe:** This IM is effective upon receipt.

**Budget Impact:** No adverse budget impacts are anticipated, except for offices requisitioning additional BLM vehicles. Savings to benefiting activities will result from acquiring downsized vehicles.

**Background:** Each year the NBC Property Operations Branch coordinates the replacement of BLM-owned vehicles operated by BLM Field Offices, using the Working Capital Fund. This IM coordinates this activity.

**Manual/Handbook Sections Affected:** Guidebook G-1520-3, Fleet Management, Requisitioning Requirements (new edition).

**Coordination:** This document was coordinated with the Bureauwide Fleet Strategy Team Field Committee; NBC's Property Operations Branch, BC-653; and the Financial Programs and Investment Branch, BC-612.

**Contact:** For operational/policy issues, please contact Tom Jatko, BLM Fleet Manager/Equipment Specialist, at (303) 236-9456.

Signed by:  
Thomas F. Boyd  
Director, National Business Center

Authenticated by:  
Therese Marie Jeffries  
Management Assistant

### 3 Attachments

- 1 – AutoChoice Instructions (6 pp)
- 2 – Steps for Selecting a Vehicle (2 pp)
- 3 – Replacement Criteria (1 p)

### Distribution

ST-136, BLM Library  
BC-653, Tom Jatko  
HR-200, Robert Martinez

## Basic AutoChoice Information

### What is AutoChoice?

AutoChoice is an on-line ordering module that allows GSA customers to choose vehicle models and compare contract prices for light vehicles, heavy vehicles, and buses. This system allows you to view base prices as well as prices for equipment options. AutoChoice will calculate the prices for the selected vehicles and give you a price summary, including the GSA 1% surcharge. Miles per gallon fuel ratings are also displayed for those vehicles with EPA MPG ratings. You can now select the best value to meet your office's mission and the order can be sent directly to the manufacturer through the GSA Automotive Division using AutoChoice.

### Who is eligible to use AutoChoice?

Ordering through AutoChoice is limited to Federal Government Executive agencies and other "eligible users.". AutoChoice is used only to acquire BLM-owned vehicles. Replacements for vehicles leased from GSA must be coordinated through your supporting GSA activity.

### Accessing AutoChoice

#### How do I access AutoChoice?

AutoChoice can be accessed at: <http://www.fss.gsa.gov/vehicles/roads/roads.cfm>. Click on the highlighted "AutoChoice." From the AutoChoice home page you can access available information by clicking on one of the buttons marked "Compare, Choose, and Order Vehicles" or "Check Status of an Ordered Vehicle." Please also review the paragraph on user authorization levels.

#### How do I register to use AutoChoice?

The first time you access AutoChoice you will need to register as a new user. When prompted to type a User Name and Password, click on the link to Register in AutoChoice. Fill out the form (blocks marked with an \* are required) and click on the "Add" button. Passwords must be 8 digits and alpha-numeric.

The system will allow you to register more than once if you forget your log-in ID or password. However, only one log-in ID per individual will be given permission to order vehicles.

#### What is my Agency/Bureau Code?

The Agency Code is 14, and the Bureau Code is 11. Please use these codes when you are registering for the first time.

#### Why am I having problems accessing AutoChoice?

If you are having problems accessing AutoChoice, it could be due to a temporary connection or server problem. If you try again on a later date and still have problems, it is probably due to one of the following reasons:

1. Your Internet Browser has Cookies disabled. To enable this feature:
  - Internet Explorer users: from the "Tools" menu, click on "Internet Options." Click on the tab labeled "Security." Click on the "Custom Level" button. Scroll down to Cookies, and click on "Enable."

- Netscape users: from the “Edit” menu, click on “Preferences.” Under categories, click on “Advanced.” Click on “Accept Cookies”.
2. You or someone using your account has changed your password.
  3. You are registered under the wrong Agency/Bureau
  4. You are registered in AutoChoice multiple times.
  5. The supervisor for your Bureau has limited your rights in AutoChoice (see user authorization levels).

If you still have problems accessing AutoChoice after checking the above, contact Gina Jordan at GSA, 703-308-4173.

### **User Authorization Levels in AutoChoice**

#### **What user authorization levels does AutoChoice provide?**

AutoChoice is set up with Authorization Levels to allow organizations to establish user “rights” to the various program modules. When you register in AutoChoice, your default authorization is at the Field Office Level. To obtain a higher Authorization level, please contact the BC-653 Property Operations Branch at NBC. For centralized agencies, like the BLM, all orders for a bureau are sent to GSA through one office.

User Authorization Levels	Check Status of Ordered Vehicle	View and Compare Prices	Add Orders to Garage	View/Edit Orders in user's Garage	View, Edit, and Approve Orders for all users within the State	Send Orders to GSA (all bureau orders)	Administer Users and Authorization Levels (for the entire bureau)
Level 1, Individual	X	X					
Level 2: Field Office	X	X	X	X			
Level 3: State Office	X	X	X	X	X		
Level 4: BLM Fleet Manager	X	X	X	X	X	X	X

If you have additional questions about User Authorization Levels, please send your questions to the BLM Fleet Manager or to: [autochoice.comments@gsa.gov](mailto:autochoice.comments@gsa.gov).

## Using AutoChoice

### How do I use AutoChoice to view and compare vehicle pricing?

From the AutoChoice home page, click on the “Compare, Choose and Order Vehicles” button. After logging in, follow these steps:

1. Select the type of vehicle you wish to view pricing for (example: sedan, pickup, van).
2. Select the specific vehicle you wish to view (example: compact, mid-size).
3. The next page will show you the standard equipment and options available for the selected vehicle. Click on the Option boxes to configure your vehicle and then click on the “Compare Prices” button at the bottom of the page.
4. You will then see a side-by-side comparison of the models available under contract, including a breakdown of options prices and availability.
5. You must review the “OEM Requirements” at the top of the screen to check to see exactly what will be supplied with various options. Requirements differ from manufacturer to manufacturer.

### How do I place an order for a vehicle?

(Users with Field Office authority and higher) Follow the instructions for viewing and comparing prices. Once you’ve made a decision as to what vehicle you want to order, follow these steps:

1. Click on the “Add to Garage” button below the cost figure. The “Garage” is a holding area for configured vehicle orders. Field Office Level users will be able to see only the orders that they placed into the Garage. State Office Level users and Supervisors will be able to see all the orders placed into the Garage for the offices in their hierarchy. From the Garage you can Edit, Delete, View, Copy, and Finalize orders.
2. On the next screen, enter the quantity of vehicles and then select the colors and quantity of each color available from the chosen manufacturer. **For BLM, there can only be one vehicle per order.** Click on the “Continue” button.
3. You will see a summary of your vehicle configuration and the total dollar value of the order. Click on “Continue” button.
4. Fill out your ordering information on the Requisition Detail Screen. This form requires the same information that would be provided on GSA Form 1781 or in another electronic format.
5. The Agency Order Numbers are listed by office and license number on the FY06 replacement list on the BLM Property Management website. For orders for vehicles not on this list, contact Tom Jatko, BLM Fleet Manager, at (303) 236-9456. Enter this number in the format “06157.” Then enter the license number of the vehicle being replaced. If it is a new purchase and not a replacement, enter “NP.” Then, if you are sending in a requisition with additional funds on it for the order, please enter the number of the requisition in this space.
6. Enter the Requisition Number. The first six characters of the requisition number are 1482Y4. The middle four numbers are a system-assigned Julian date. The last four numbers of the requisition are the last four numbers of the Agency Order Number.
  - Enter “L” for the signal code.
  - Enter “DO” for the fund code.



- For “Additional Requirements:” ---- enter options, colors, or delivery instructions that are not listed in the vehicle option codes. The only options available are those produced by the manufacturer at the factory. You must fax additional information to this office if it cannot be entered into this area.
- Contact Person: Enter the name of the local Fleet Manager or Property Receiving Officer who should be called when the vehicle is being delivered.
- Phone number: Enter the 10-digit number of the contact person in the format 123-456-7890.
- Requisitioning Address: Enter the following information under the correct field.  
**Agency Name:** Bureau of Land Management  
**Address:** National Business Center, Building 50, Denver Federal Center, P.O. Box 25047, Denver, CO.  
Keep hitting the first letter of the state until the one you want appears,  
Zip Code, 80225-0047.  
E-mail address is [judy\\_reck@blm.gov](mailto:judy_reck@blm.gov), and the fax number is (303) 236-9473.  
Do not enter your own e-mail address in this field.

**In the Mailing Address section--** Enter the following information:

- Agency Name: Bureau of Land Management
- Address: Enter the name of your office, e.g., Nevada State Office or Milwaukee Field Office. This is the name of the office that the vehicle will be assigned to for the property records. Then enter the address, city, state, and zip code (five digits are mandatory).

**Delivery address:** GSA may add a button to indicate that the delivery address is the same as the mailing address, if the mailing address is the same as the delivery address. If this button is not available, then complete this section similar to the mailing address section.

Enter your field office e-mail address information, which must be the Field Office contact. GSA will e-mail the Motor Vehicle Deliver Order to this address. Enter the fax number for the field office contact.

**Dealership:** Since a manufacturer has been chosen in the requisitioning process, you may select a dealership for that manufacturer. If no dealership is available, you may want to choose option code CNS, for Consignee Delivery, where the vehicle will be delivered directly to the delivery address.

#### IMPORTANT

Once you have finalized an order at the Field office, you may click the button “Add to Garage.” Then, you must go into the Garage and select the “View” button next to the requisition. Click the button at the bottom of the screen to get a printer friendly view. Print the order using the browser function. On the first page of the requisition, the field office must add an approval block for the signature of the Field Office Manager or the person delegated to approve orders. This dated signature block may be stamped or over-printed and signed by the approving official. Once the completed requisition has been printed and signed, you should keep a copy and forward a copy through your state office to the National Business Center, BC-653. When BC-653 sends the order to GSA, it will disappear from the garage and you can check the status of the order in AutoChoice using the requisition number.



## How do I view, modify, or approve an order?

After logging in to AutoChoice, click on the “Garage” button.

Field Office Level users will be able to see only the orders that they placed into the Garage.

State Office Level users and Supervisors will be able to see all the orders placed into the Garage for their hierarchy level.

Orders can be sorted by the various fields by clicking on the column headings. Find the order you are interested in and click on one of the following actions: [Edit](#), [Delete](#), [View](#), [Copy](#), or [Remarks](#).

**Editing an Order:** After clicking the Edit button, choose whether you want to 1: Change your color, quantity, or options or 2: Change address or other requisition information. Make all necessary revisions and save your changes. Once you’ve made all changes, click on 3: Return to Garage.

**Deleting an Order:** After clicking on the Delete button, you will see a summary of the order that you want to delete. Either click on the “proceed to delete” button to delete the order or click on “cancel” to return to the garage. If you have to delete an order, you will have to wait until the next day to use the order number again.

***Important: Once an order has been sent to the manufacturer and GSA, there is only a very short window in which it can be changed or deleted. If an order must be changed or deleted, you must contact BC-653 or Tom Jatko at (303)236-9456 as soon as possible. The GSA Automotive Division will be contacted to attempt to change or delete the order.***

**Viewing an Order:** After clicking on the View button, you will see a summary of the order, including any remarks added or modifications made.

**Copying an Order:** After clicking on the Copy button, you will see a summary of the order that you wish to copy. At the bottom of the page, type in a new Requisition number for your new order (some information will be pre-filled, but you can overtype it if necessary) and click the “Copy” button. You will then be taken to the Edit Requisition screen so that you can make any necessary changes to the copied order (follow the instructions for Editing an Order).

**Adding Remarks to an Order:** After clicking on the Remarks button, you will see a summary of your order. Scroll down to the bottom of the page, type in your remarks in the block provided, and then click Save. The Remarks section is very useful in conveying information about an order to users at other levels.

All spaces not referred to in these instructions will default to correct codes and should not be filled in. For some entries, the system will auto tab to the next block. Otherwise, you may **tab** between blocks.

## Checking Status of an Order

### How do I check the status of an ordered vehicle?

You can check the status of an ordered vehicle even if you did not use AutoChoice to place your order. From the AutoChoice home page, click on the “Check Status of an Ordered Vehicle” button and then log in with your User name and password. On the next screen you can search for your order in one of the following ways:

1. By Case Number (RPN number). Enter only the last five digits. For example, if your case number is RPN-N-A1234, you need only type in A1234. GSA will e-mail the order confirmation with the RPN number to the contact name when the order is placed.

2. By Requisition Number (14-digit code). For the format, see #6 under “How do I place an order for a vehicle?”
3. The Agency Order Number does not work for BLM order numbers.

**Why do I get an error when I try to check the status of a vehicle?**

You can check the status of a vehicle only for your own Agency/Bureau. Therefore, it is very important that when you register in AutoChoice, you register using your correct Agency Code and Bureau Code. Likewise, it is also very important that your orders are submitted with your correct Agency Code and Bureau Code. **If the two do not match, you will be unable to see your order status.**

**How do I access the current edition of the Federal Vehicle Standards?**

A link to the current edition of Federal Motor Vehicle Standard 122 (Sedans), 307 (Light Trucks), 794 (Medium Trucks), and 807 (Heavy Trucks). (<http://www.fss.gsa.gov/pub/vehicle-standards.cfm>) is located at the bottom of every page within AutoChoice.

### **Steps for Selecting a Vehicle**

1. Please review the vehicles eligible for replacement on the list published on the Property Management website, [http://web.nc.blm.gov/property/fleet/fleet\\_index.html](http://web.nc.blm.gov/property/fleet/fleet_index.html), to determine if replacement is necessary. The list is generated based on usage projections from AFMS. Replacement vehicles can be ordered from October to February, with delivery in 90 to 180 days, depending on vehicle type. Vehicles newer than the 2000 model year will be replaced as funds are available. When completing the requisition, enter the options needed. Vehicles in continuous heavy-duty use, such as law enforcement vehicles, should order a trailer-towing package, options RH3 or RH4, as appropriate, since this option includes a heavier suspension system and cooling system.
2. Requisitions for vehicles that are not on the list can be initiated if approved by BC-653, if funds are available, and when they are assigned an order number by BC-653. If a charge code is required for funding for an additional vehicle or for a vehicle upgrade, a BLM Form 1510-18, Purchase Requisition, or an IDEAS Purchase Request approving the additional funds must be sent to BC-653.
3. Several optional items on vehicles can increase the cost of the vehicle by ten percent or more and will not be considered as a minimum essential need of the government. Requisitions for options such as power windows and door locks, (option code PWL) and bucket seats will not be considered except for law enforcement vehicles. Where split bench seats are available and the center section can be removed to accommodate special equipment, this will be ordered in lieu of bucket seats. Requests for options such as remote keyless entry (option RKE), power seats, and carpeting will not be considered on any vehicle. Where these options are standard on the vehicle, the vehicle will be delivered as equipped from the factory. Where there is a strong justification supplied for these options, they will be considered. If a Compact Disc (option code RAD) player is requested and it is bundled with options that will significantly increase the cost of the vehicle, a less expensive option such as a cassette player (option RACS) should be ordered.
4. Managers must rigorously review the need for full-size vehicles or four-wheel drive vehicles. While there are certainly applications that require the extra inch or so of ground clearance provided by a full-size vehicle, mid-size or compact SUVs or pickups may be able to travel most of the required terrain. While smaller vehicles have less capacity for cargo or towing, they can get 10 to 25 percent better fuel economy. The choice of larger, full-size, vehicles should be limited to those applications where no other vehicle can perform the mission, and these vehicles should be pooled, not be individually assigned, so that they are available for missions where the extra ground clearance and capacity are required. Downsizing a vehicle could save your office 25 percent of the annual cost you are paying for a full-size vehicle.
5. The minimum size engine should always be ordered unless there is additional justification. Service or utility body trucks must be ordered with diesel engines.
6. If a particular model of vehicle is desired, or if a particular style or option that is required is available with only one manufacturer's model, a sole source justification must explain how the option(s) is (are) essential to meeting the minimum operating requirements of the government. Requisitions for a sole source procurement must be supported by a "Justification for Sole Source Procurement." Sole source justifications must be signed by persons authorized to approve the requisition.

7. Attachment 3 lists the Replacement Criteria for Light Trucks. The forecast list projects mileage through April 2005. If your office anticipates a change in the usage of the vehicle, please consider that in forecasting your replacement requirements. Where a vehicle meets age but not usage criteria, the local fleet size should be evaluated for underutilized vehicles.
8. A copy of Federal Standard 307AF, Trucks, Light, Commercial, 4x2 and 4X4, 4,000 to 19,999 pounds GVWR, dated July 2002, should have been sent by GSA to all State and Field Offices in October 2002 for use in identifying requirements and preparing requisitions for replacement vehicles. This standard is also available on the GSA Website: <http://pub.fss.gsa.gov/vehicles/buying/> and may be downloaded.
9. Light fire engines, class 662 and 663, are replaced using a GSA Federal Supply Schedule Contract. The replacement of these trucks is coordinated at NIFC, FA-240, by Mike Utecht, (208) 387-5424. He has the forms required to order these trucks. Please do not use the order form for light trucks attached to this memorandum to order light fire engines.

### **Replacement Criteria for Light Trucks**

The standards prescribed below are minimum standards. Vehicles may be replaced when they have been operated the total miles listed. The mileage is projected to the beginning of the field season so that vehicles can be replaced before they exceed the utilization target. The replaced vehicles may still be used until the end of the field season as seasonal vehicles. The Fixed Ownership Rate is adjusted each year based on the age of vehicles when they are replaced. However, it is BLM policy to keep vehicles in service that meet prescribed, replacement standards, but that are in useable condition, provided the following conditions are met:

1. A continued program need exists for the vehicle;
2. The vehicle can be operated safely and dependably without excessive repair and maintenance cost and without excessive fuel/oil consumption;
3. Repair parts are readily obtainable; and
4. Retention will not substantially reduce the sale value of the vehicle.

When the total of annual maintenance and repair costs exceeds the estimated current market value of a vehicle, consideration should be given to replacement in lieu of repair and retention. If a single repair will cost more than 50 percent of the book value of the vehicle without adding appreciably to the value or life of the vehicle, the vehicle should be replaced. In general, vehicles with excessive maintenance costs may be replaced prior to reaching the replacement criteria provided the supporting documentation is provided. You may use the above two criteria to justify replacement if funds are available. The annual minimum usage targets and life-cycle targets for all vehicle and equipment classes are published on the AFMS Class Table Report, MV540P1, located on the Management Information System website (<http://mis.blm.gov>). For light vehicles, the standards are:

<u>Vehicle Description</u>	<u>Replacement Criteria</u>		
General Purpose, 4x2,	70,000 miles	OR	10 years
General Purpose, 4X4,	60,000 miles	OR	10 years
Law Enforcement 4X4,	60,000 miles	OR	10 years
Light Duty, Special Design, Off-Road Vehicles	80,000 miles	OR	10 years
Class 670 RAWS	60,000 miles	OR	10 years